



DEPARTMENT OF THE NAVY
BUREAU OF NAVAL PERSONNEL
5720 INTEGRITY DRIVE
MILLINGTON, TN 38055-0000

BUPERSINST 1700.22C
PERS-00M

1 2 DEC 2011

BUPERS INSTRUCTION 1700.22C

From: Chief of Naval Personnel

Subj: SAILOR OF THE YEAR PROGRAM

Ref: (a) OPNAVINST 1700.10L

1. Purpose. To provide Bureau of Naval Personnel (BUPERS) and its field activities (less Commander, Navy Recruiting Command (NAVCRUITCOM)) eligibility criteria and guidelines for submitting nominations for the Sailor of the Year (SOY) program. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. BUPERSINST 1700.22B.

3. Background. This program is open to all active duty personnel in paygrades E4, E5, and E6. Personnel selected for E7 are ineligible. A member serving on temporary additional duty should be considered along with other personnel from the member's permanent duty station.

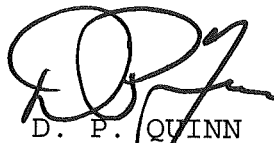
4. Action. Each BUPERS Field Activity (less NAVCRUITCOM) may submit SOY nominations (one per activity) to Navy Personnel Command (NAVPERSCOM), Force Master Chief (PERS-00M) by the first Friday in November. All nominations must meet eligibility requirements and be submitted in the format required by reference (a). BUPERS Millington/NAVPERSCOM will conduct a screening board during the 3rd week in November to select the SOY who will compete for the Naval Shore Activities SOY.

5. Selection Factors. The screening board will consider, but not be restricted to, the following factors as observed during the past fiscal year:

- a. Performance;
- b. Leadership;
- c. Military appearance;

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- d. Behavior;
 - e. Meritorious or commendatory achievement above the scope of duties;
 - f. Educational accomplishments;
 - g. Participation in civic/community affairs; and
 - h. Adaptability.
6. Coordination. NAVPERSCOM (PERS-00M) is the point of contact for this program at Comm (901) 874-3030/DSN 882. SOY screening board membership will be coordinated by NAVPERSCOM (PERS-00M).
7. Recognition. BUPERS/Field Activity SOY will receive the Navy Commendation Medal and the runners-up will receive the Navy-Marine Corps Achievement Medal.
8. Records Management. Records created as a result of this instruction, regardless of media or format, shall be managed per Secretary of the Navy Manual M-5210.1 of November 2007.



D. P. QUINN
Rear Admiral, U.S. Navy
Deputy Chief of Naval Personnel

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